SCANNED

Previous

G. R. S. IX-5]

Previous references.

File No. 437

Serial Nos. 1-2

1919-20

(E.A.G.)

Later references.

p.29(E)

GENERAL AND REVENUE SECRETARIAT.

Serial Nos. 1-2

Part B for April 1920

SUBJECT.

Military Stores Manual.

No. 1974 : 20.4.1920, To the Supt Govt Printing forwards the draft manual for being printed.

No. 1975. 20.4.1920, To the Chief Commandant forwards a copy of the above, and requests him to expedite the passing of the proof

[illegible]
8/5/1920

W D 1250—GPB—30,000 - 28-1-19

2

D.No. E.A.G. 834

G.R.S. 11]

191 9-20

GENERAL AND REVENUE SECRETARIAT.

(E.A.G.)

NOTES.

File No. 437

FILE HEADING.

Military Stores Manual

From

The Chief Commandant, Mysore State Troops

No. 7885 Dated 30th January 20 Received

Diary No. 834	Enclos. 1 Spare Copies.	Serial No. 1

BRIEF ABSTRACT OF LETTER.

Forwards for orders of Govt. a draft of the Military Stores Manual.

NOTES AND ORDERS.

The Manual has been scrutinised and the corrections have been noted in pencil. If approved, the draft may be sent to the Military Section for remarks. Sent for orders.

For favour of remarks

SA 11/2/20

Prof Secy Mil Branch with compliments

15960

Bro 16-3-20

NOTES—First Sheet.

CHIEF SECRETARIAT POLITICAL BRANCH 17 MAR 1920

GPB—30,000—12-8-11

2
3

15960

8034

R. S. 111-2]

General and Revenue Secretariat.

EA9. File No. 437 of 191

Serial No.

The draft Military Stores manual is correct generally. It seems to need a brushing in point of language.

Revised rules of procedure as regards verification of stock and the submission of the part of the periodical reports of inspection are regarded the attention of Govt. When orders are issue it may also be incorporated in the manual if approved.

Subd
[illegible]
23/3/20

Please touch up the mistakes. I have gone through the rules & I think they will meet the requirements of the office for the present.

MC
24/3

Draft now Corrected

Sub: The manual has been revised and corrections in pencil have been noted. This may either be ordered to be retyped or put in type at the Printing Press and proofs sent for further revision. Rules for the verification of the stock of the stores recently issued is in the Press and a copy of it will be ~~appended~~ added as an appendix, if approved.

Put up

[illegible]
5/4/20
(S/S
Manager Pr.)

Rtd with compliments. ~~with~~

MC
6/4

E.A.B:
Mr Ziauddin
Please retype text fair (2 copies) & submit with a draft approval & sanction on to supt. Lib. for printing & another to C.C. for information & correction of proofs. Supt. the Stores & C.C. should be informed as an Appendix
18-4-20

Subd:- Two type written copies of the Stores Military Stores Manual, with a draft letter to the Supt. Stores are put up for approval.

[illegible]
14/4/1920

NOTE—Contnl sheet.

General and Revenue Secretariat.	E-AG File No. 83/74 of 1920.

Serial No.

Sub^d for orders with a draft

Pro
15-4-20

5754
15.4.20.

3rd member

upto
15/4.

Issue
Pro
19-4-20

2

No. 1974/EAG dated 20th April 1920, to the Supt. Govt. Printing,

Forwarded for being printed draft Manual of the Military Stores, approved by Govt.

No. 1975/EAG 20th April 1920 to the Chief Commandant, with extra copies.

Forwarded copy of the above with extra instructions.

B.

NOTE—Contn. sheet.

No. 7885

Mess Manual of Military Stores.

GOVT. OF MYSORE
3 1 JAN 1920

Office of the Chief Commandant,
Mysore State Troops,
Bangalore, dated 30th January 1920.

From

Lt.Col.B.Chamaraj Urs., Sardar Bahadur.,
Chief Commandant, Mysore State Troops, Bangalore.

GEN. & REV. SECTION
VIII
E. AUDIT.
21 JAN 1920

To

C.S.Balasundaram Iyer Esq., B.A.,
Chief Secretary to the Govt. of His Highness the Maharaja
of Mysore, Bangalore.

Sir,

With reference to Government Order No.1893-1942/E.A.G.235 dated 8th April 1918 and in continuation of my letter No.1071 dated 31st July 1919, I have the honor to forward herewith a draft of the Military Stores Manual for the orders of Government.

* Filed in Secretariat Consideration.

I have the honor to be,
Sir,
Your most obedient servant,

B. Chamaraj Urs
Lt.Col.S.B.
Chief Commandant,
Mysore State Troops.

A Manual for the conduct of business

in the Mysore Government Military Stores - Bangalore.

GENERAL

1. The prescribed office hours ~~will~~ are ~~ordinarily be~~ from 11 A.M. to 5 P.M. ~~on week days, except on Gazetted holidays~~. The Head Accountant will mark the attendance in the Register maintained for the purpose at 11-10 every day and send the register to the -- Superintendent's table before 11-15 A.M. Any one coming late for 3 days in the month shall be considered as having been absent for a day ~~absentee~~ and will lose a days pay. The Superintendent will award suitable punishment ~~with the Chief Commandant's permission~~ to any habitual ~~persistent~~ late comer with the permission of the Chief Commandant.

2 No officials or menials should leave the office during office hours without the permission of the Superintendent. Half an hour is allowed for tiffin, but all must avail ~~of this half an hour~~ between 2 and 3 P.M.

3 On the closing day of every month a statement of absentees in ~~as per form~~ annexed (Appendix A) ~~here to~~ form will be submitted to the Chief Commandant.

4 The Superintendent can grant casual leave to the officials working under him. ~~for a period not exceeding 5 days~~, In all other cases the Chief Commandant's permission ought to be obtained.

5. All holidays observed by the Chief Commandant's office will also be observed as holidays at the Stores.

PUNISHMENTS

6 Punishments such as fines on officials can only be inflicted by the Chief Commandant. ~~and~~ In the case of menials ~~by~~ the Superintendent is competent to impose fines upto a limit of 2 days pay in any month ~~and~~ subject to a) reported being submitted to the Chief ---- Commandant in the matter.

GUARD

7. For the purpose of guarding the Stores day and night, a full rahar a

pahara consisting of six sepoys and 2 Non-Commissioned officers ~~are~~ is detailed by the Commandant of the Local Infantry Regiment. The work of the pahara men will be supervised by the Regimental Day Duty Officer and night duty Officer. If the Superintendent has anything to say in favour of or against the pahara men, he ~~will~~ should write ~~and inform~~ to the Commandant --- concerned or report to the Chief Commandant, as ~~the occasion~~ may be necessary ~~require~~.

8. If more men are required on special occasions, the Superintendent ~~may apply~~ will make an application to the Chief Commandant.

9. ~~(3)~~ No person ~~or things~~ other than ~~except~~ the men belonging to the guard should be permitted ~~by the Non-Commissioned Officer in charge~~, to remain in the Store guard room.

10 ~~(3)~~ ~~It is the duty of~~ The guard on duty is responsible to see that the seals of the Store locks are not meddled with, after that the Store is closed for the day. ~~and none is allowed to enter the Store premises.~~

11 ~~(4)~~ Every evening or every time the office is closed, all the outer doors should be closed & seals put on ~~will be sealed.~~ The non-Commissioned officer in charge of the guard will see that all the seals are alright and testify to ~~acknowledge~~ their correctness to the Superintendent. If any seal is not satisfactorily put, he will at once bring it to the notice of the Superintendent. Before -- opening the office the next day, the Superintendent or a person deputed by him, ~~(3)~~ will ~~see~~ examine all the seals along with ~~having~~ the Non-Commissioned Officer ~~by him, that~~ and if they are all ~~the seals~~ are in fact ~~and if they are correct,~~ he will proceed to open the doors. If there is any cause for suspicion, he will at once show it to the Non-Commissioned officer and make a report to the Superinterdent for ---- submission to the Chief Commandant.

12 ~~(5)~~ A sum of five annas will be given every week to the Non-Commissioned officer in charge to meet the expenses of maintaining a light ~~burning a lamp~~ all night in the guard room.

13 (~~6~~) The post of duty of the guard will be six feet from the right hand side of the iron grated door of the front gate just at the entrance to the Stores premises.

CORRESPONDENCE

RECEIPTS OF LETTERS

14. The inward correspondence consists of.

~~I.~~ (1) Letters from Head office.

(2) " " post, ordinary and Registered .

(3) D.O.letters

(4) Letters from Regiments

(5) Samples, ~~posts~~

(6) Other local letters

(7) Telegrams.

15 The letters mentioned above will be received by the Head clerk or any other official that may be deputed by the Superintendent for the --- purpose.

16 When covers marked immediate or urgent, ~~&~~ and telegrams, are received, the receiving clerk will note the time of receipt both on the cover ---- received and also in the delivery book.

17 ~~II.~~ After the tappals are opened (and orders on each passed by the Superintendent) they will be returned to the office for registering in the ~~respective~~ From Registers.

Who should open the Tappal?

18 ~~III.~~ The 'from' clerk, after registering the papers ~~them will~~ distribute the ~~papers~~ to the ~~respective~~ branches concerned. ~~Immediate, attention being given to~~ Should the urgent and Immediate papers, ~~duly putting up the~~ Should be attended to and references or draft ---- replies or reminders ~~etc.~~ on them ~~is and~~ should be put up the same day. prescribed (Appendix B)

19 ~~IV.~~ He will also maintain a register in the Form ~~A in which~~ for the subject the letters ~~given~~ to the respective officials concerned & obtain their ~~have to be~~ acknowledgment ~~for~~.

20 ~~V.~~ ~~The From clerk will~~ also note ~~the~~ numbers ~~in the From Register, against each.~~

21 He will ~~also~~ prepare a list of unanswered ~~list~~ References at the end of each month ~~once in a month~~ and submit, along with the list, to the Sa

to Chief Commandant ~~on~~ before the 10th of ~~every~~ the following month, in the Form appended (Appendix)

ISSUES

22 ~~After the drafts are approved they will be given for fair copying.~~

23 The Typist ~~will~~ should type all the approved drafts given to him on the same day or ~~as~~ early ~~as practicable~~, the next day.

24 ~~As the drafts are being typed he will then and there take them to~~ The typed fair copies should be passed on to the Head ~~Clerk~~ Accts who will compare them and submit them to the Superintendent, for signature. ~~After the~~ On receipt of the fair copies ~~are received~~ duly signed by the Superintendent, the Head ~~clerk~~ Accts ~~will~~ should hand them over for despatch, after noting in the office copy any additions, or alterations ~~that may be~~ that have been made in the Fair copy.

25 The despatcher ~~will~~ should enter ~~them~~ abstracts of them in the To" Register ~~giving them~~ Number and date, ~~annexing enclosures, if any~~, countermark~~ing~~ the From Nos, ~~in To Register~~ and see that all the Fair copies are despatched the very day, preference being given to immediate, and urgent papers, ~~and~~ ~~in no case~~ should despatch be delayed later than the next day.

26 ~~He will enter~~ The address of all the covers that are to be delivered locally should be entered in a peon book, and ~~see that every cover has been~~ arrange for delivered correctly, and initials obtained in acknowledgment thereof.

27 ~~He will also maintain a~~ A post book should be maintained in which all covers ~~that ought to be~~ should be posted ~~are~~ entered and the initials of the peons who carries them to the post ~~are~~ obtained.

28 After despatching ~~he will hand over~~ the papers should be handed over to the Record Keeper for filing them.

29 The record keeper ~~will~~ should arrange the papers and mark the Serial-Nos in blue pencil and file them in their respective files ~~keeping the letters in~~ in chronological order so that the latest letter pertaining to the file should be at the top. ~~being placed top-most duly marking the serial Nos. in blue pencil.~~

30. The files ought to be arranged according to subject, and the record

Record keeper should maintain an up to date list of all old and current files and account books.

31 (~~9~~) He ~~will~~ should also note the file No. in the From Register with ~~in~~ which the From or To papers are filed.

32 (~~9~~) The record keeper ~~will take~~ should obtain a requisition ~~from and check~~ whenever ~~requires~~ who are required by any clerk papers from any file for reference, and place it in the place of the ~~the same~~ file ~~in its stead~~; ~~when the reference is received back the requisition~~ and return it back when the file is received back the records may be removed from the file and the paper restored to its proper place.

33 (~~10~~) The record keeper is responsible for all the records, Files and books.

34 (~~11~~) All the books ~~are to~~ should be labelled and serial Nos. ~~given~~ assigned thereon and kept arranged in order.

35 (~~12~~) The record keeper ~~will be~~ is responsible to see that all packing notes are duly acknowledged.

RETURNS

36 Appendix D contains The list of Periodical Returns due by the office ~~is appended (Appendix D)~~. No return should be delayed in its submission beyond its due date.

SERVICE STAMPS

37. Service postage labels ~~are~~ should be used only in the case of letters ~~which are required to go~~ posted to places beyond the limits of the state. Registration fees ~~are~~ should be prepaid in service postage stamps. These stamps ~~are~~ should be obtained from the Chief Commandant from time to time. They ~~are~~ should be kept in the custody of the senior Official in the office who keeps an account of the receipts and Issues. The Superintendent ~~will~~ should check this account and initial the entries in token of the correctness of the account.

C A S H

38 Cash received in the Stores is generally on any one of the following accounts.

(a) From Regiments, for payment to sepoys ~~of~~ or khalasis working ~~here.~~ at the Stores

(b) ~~From persons who buy~~ For purchase of goods ~~in payment of goods.~~ from Stores for cash

(c) Realizations of auction sales.

(d) Imprest Cash from Chief Commandant's office

(e) From Regiments for payment to contractors.

39 ~~It is the duty of~~ the cash clerk ~~to~~ should enter into the accounts monies as they are received. ~~He will see in case of~~ Where payments ~~that~~ proper vouchers ~~are~~ should be taken and acquittance rolls ~~are~~ duly returned to Regiments ~~after~~ obtaining the acknowledgments ~~of~~ from the parties concerned. Undisbursed pay ~~will be~~ should be returned, by a messenger, in the case of Local Regiments and by means of R.F.R's in the case of Regimental outstations.

40 Cash ~~will~~ should be ~~with~~ in the custody of the Superintendent.

Does not appear necessary SA

41. A copy of the cash book and an imprest account should be submitted to the Chief Commandant before the 10th of every month.

PROCEDURE FOR GETTING supplies of ARTICLES

42. In the 1st week of April every year, lists ~~will be~~ should be made up and submitted to the Chief Commandant showing the requirements for the ~~coming~~ ensuing official year under three heads viz. (a) Bazar materials (b) Equipment articles and (c) Tailoring. Each of these ~~will be~~ should be suitably subdivided under convenient groups. This should show the stock on hand the actual quantity required, calculated on the average of previous years' consumption ~~etc.~~

43 ~~(8)~~ On receipt of this list the Chief Commandant will call for tenders and the notice will be published in the official gazette and also in the local and non-official newspapers when necessary.

44 ~~(8)~~ On the date notified, the tenders will be opened by the Chief Commandant or by ~~the~~ his Assistant.

45 ~~(8)~~ Approved samples of all articles should be maintained in the Stores until the next tender for such articles are sanctioned, ~~when the~~ and should be replaced by the new approved samples. ~~should be maintained.~~

46 ~~(5)~~ An ~~order will be sent by~~ the Chief Commandant will place an order to the successful tenderer ~~for the supply of the articles.~~ A copy of the order ~~are~~ together with the approved samples will be sent to the Superintendent Military Stores.

47 ~~(8)~~ The Superintendent, Military Stores, ~~will~~ should see that the articles are received within the time stipulated by the Chief Commandant and ~~or to~~ report the matter to the Chief Commandant in cases of delay.

48 ~~(2)~~ When new articles included in the Bazar Material Tender ~~or which are~~ are not included in any tender are required, the Superintendent will get them from the contractor directly if the value does not exceed Rs. 10/- in each case. In other cases the Chief Commandant's orders must be obtained.

49 ~~(2)~~ The Superintendent when necessary may himself get samples

samples of materials from firms and submit them to the Chief Commandant for orders.

50 (8) The Superintendent ~~will~~ should see ~~before receiving~~ the articles received carefully with the samples approved therefor that they correspond ~~exactly to the approved Storen samples~~, and report discrepancies, if any, to the Chief Commandant for ~~orders when any such are not available~~.

PROCEDURE FOR RECEIPT OF GOODS IN THE MILITARY STORES

FOREIGN

51 (1) The Railway receipts will be entered in their order of receipt into the Railway clearance book by the Clerk who registers the " From Letters ".

52 (2) The receipt will be handed over to the Store clerk with the Railway clearance book.

53 (3) The Store clerk will make the necessary endorsements on the Railway Receipt, obtain the Superintendent's signature and give it to the Non-Commissioned Officer who has been detailed for the purpose. (Vide Government Order No.G.24958-9/ 870-18-4 dated 5th May 1919) An intelligent clerk should be sent with the Non-Commissioned Officer -- when clearing valuable consignments.

54 (4) The Non-Commissioned officer will take the receipt and go every day to the Railway Station(City or Cantonment) and make -- enquiries. He will bring the Railway Receipt initialled by the parcel or goods clerk in token of his having gone and made enquiries.

55 (5) If the articles are not received in a reasonable time the matter will be brought by the Non-Commissioned Officer to the notice of the Superintendent who will take such action as may be necessary to expedite the arrival, by communicating to the Railway authorities.

56 (6) When articles arrive they will be cleared by the Non-Commissioned Officer (as the case may be). He will see that the packages are intact. He will also weigh them before taking delivery. If there is reason to believe by the condition of the packages that they are tampered with or if there is difference in the actual weight and that noted on the Railway receipt, he will arrange to take open--

open delivery of the same.

57 (7) If they are in order, he will bring them to the Stores. No coolies or bullock carts are to be engaged. Store lascars will be taken for lifting the bundles and the Transport bullock cart that has been ordered to be at the disposal of the Military Stores every day will be utilised.

58 (8) A customs certificate, exempting the articles from duty will be issued when necessary.

59 (9) The articles brought from the Railway Station will be kept in the Superintendent's room.

60 (10) They will be opened in the presence of the Superintendent.

61 (11) The articles will be compared with the sealed sample.

62 (12) If they agree, they will be counted, weighed or measured as the case may be and taken to account.

63 (13) If this quantity does not agree with the invoice of the firm or with the packing note contained in the book in which they are packed, the same will be reported at once to the Chief Commandant explaining the circumstances in full. The Superintendent will also write to the firm concerned and to the Railway authorities.

64 (13) In case the articles received do not agree with the approved samples or in cases of doubt the Superinterdent will refer the matter with his opinion for the orders of the Chief Commandant forwarding the sealed samples and a few of those received from the firm, for comparison.

LOCAL

65. The procedure indicated in paras ~~8-13~~ 59 to 64 will be followed in the case of articles received from local firms.

The method ~~How~~ to preserve and take care of articles received into the Military Stores.

66. The articles received in the Military Stores ~~may~~ should be classed into the following broad divisions:-

a) Cotton and woollen goods.

b) Metal ware

c) Lace and silk articles

d) Leather goods

e) Miscellaneous articles

f) Ammunition or ordnance Store.

67 Of the above, the preservation of (a) is important. In the tropics things often rot, as quickly when not worn, as when in regular use; and so the should be regulary turned over and arrangements made to renew them as often as possible. Wherever possible they should be bundled up airtight or kept in closed almirahs with plenty of naphthaline, camphor, black annui seeds or neam leaves, as these keep away insects or kill them, if they are there. The bundles should be aired and exposed to the sun at suitable intervals. The legs of the wooden stands on which the pieces are placed should be inspected frequently, so that as soon as found white ants ~~may not~~ creep in. They should be kept tarred.

68 (b) & (C) metal and lace goods. These should be kept in glass almirahs where they will receive good light but not be exposed to dirt. It ~~will~~ should be specially noted that no camphor is placed in the almirah ~~which~~ containing lace or metal articles as the latter ~~will~~ would thereby get black.

69 (d) Leather goods should be coated with mumrogan once in a few months to

to prevent the leather from getting rotten. (e) The care ~~to~~ be taken of the
70 miscellaneous articles ~~depends on~~ the nature of each case.

71. The ammunition articles should be kept in the magazine and inspected once a month. A small quantity required for urgent use may be kept in stores in a separate room and arrangement made to prevent accident.

72. The following general instructions may be useful.

a) ~~Keep~~ the rooms airy.

b) ~~Do not allow any one to smoke~~ only electric light should be used when ~~there is~~ necessary ~~for light~~.

c) ~~Keep~~ a can of " Fire Killer " in each room

d) Tar all crevices and corners, ~~to prevent~~ white ants.

e) ~~Keep~~ rat traps in each room.

f) ~~Wash~~ the rooms with phenyle now and then.

RULES FOR THE ISSUE OF ARTICLES

73 ~~1)~~ ~~No~~ articles should be issued to regiments without a formal requisition ~~therefor~~.

74 ~~2)~~ Requisitions should ~~be signed by~~ bear the signature of the Commandant, or Quarter Master of Regiments.

75 ~~3)~~ The indent should be ~~prepared~~ in the form prescribed. If it is not so done, the Superintendent may refuse to comply with it and refer ~~the matter~~ to the matter to Officer Commanding. But if ~~it~~ the indent is an immediate one, it may be complied with and ~~the indent duly got from~~ it may be got signed by the Officer Commanding the Regiment ~~for~~ ~~report~~ reported the fact to the Chief Commandant.

76 ~~4)~~ The Superintendent should see that the dress dues of each man for whom articles are indented do not exceed his two months pay. If it does, the Chief Commandant's special orders for issue should be obtained.

77 ~~5)~~ Requisitions ~~for~~ articles of approved regulation patterns can only be attented to. For ~~all~~ the rest, ChiefCommandant's orders are necessary.

78 ~~6)~~ ~~No~~ articles should ~~not~~ be issued to departments other than the ---- Military. ~~or~~ Articles from the Stores may be issued to Civilian officials in the Military Department, ~~without~~ may be given the Chief Commandant's permission.

79 ~~7)~~ When articles are ~~sent~~ sent to Mofussils, a copy of the packing note ~~which will~~ containing a list of the articles ~~that are to go, will be~~ sent therewith should be prepared and placed in the bundle.

80 ~~8)~~ The list ~~with~~ of the articles ~~will be given~~ should be handed over to a patternman.

87 ~~9)~~ The patternman will verify the articles in the ~~presume~~ presence of a ~~clerk~~ and then tie the bundle and seal it.

82 ~~10)~~ A letter to the station Master ~~will~~ should then be given to forward the bundles to the address noted on the bundles.

83 ~~12)~~ The patternman ~~will~~ should bring the Railway receipt to the office next day which will be despatched to the concerned party. In urgent cases, the patternman may be asked to post the Railway receipt on the same day. For

For this purpose an envelope, duly stamped and addressed ~~will~~ should be given to him before he goes to the Railway Station. In the case of valuable parcels a ~~GOO~~ stores official ~~will~~ should accompany the patternman. The Railway Station

82 ~~13)~~ ~~Only~~ Transport carts ~~will~~ only should be used for ~~conveying~~ carrying the bundles. The Station

83 ~~14)~~ In cases where articles have to be sent to Regiments in Bangalore. a packing note ~~will~~ should be prepared and ~~to~~ the articles given to a patternman who will deliver them to the concerned parties and ~~bring~~ an acknowledgment of receipt therefor.

Procedure ~~of~~ to be observed in checking the bills received from the contractors and firms

86.) As soon as the bills are received,

1) ~~Enter~~ the particulars of each bill should be entered in the progress register of bills.

2) ~~See if the~~ Where bills are received in duplicate and bear the signature of the party who presents the bill. They should be examined and care taken to see if they have been passed

3) ~~See if~~ Whether the bill is supported by the receipt granted in respect of its contents. should be

4) ~~Compare~~ the counterfoil receipt with those of the duplicate receipt should be compared with the amount of the bill.

5) ~~Check~~ the rates charged should be compared with the approved scale of tender. ~~if they are tendered articles~~ In the case of tendered articles ~~if they are~~ As regards non-tendered articles reference should be made to Chief Commandant's order ------- authorising the purchase.

6) ~~Check if~~ The arithmetical values and the grand total of the bills should be checked ~~are~~ correct.

7) ~~Record~~ stock certificate should be recorded ~~as follows~~ on both the bills, as following particulars

a) Equipment or Miscellaneous

b) For equipment stock or to any other regiments

c) Authority for passing the bill

d) Total cost of the bill passed in words

8) If the case of non-tendered articles ~~are non-tendered put~~ the stamp " I am satisfied that, considering the quality of the articles and the market rate, the charges claimed in the bill are reasonable" should be put.

9) If the case of bill exceeds Rs.250/- ~~put~~ the stamp "Certified that no commission wholesale or retail has been obtained in respect of the purchase of this bill" should be used

10) In all other ~~the~~ cases ~~put~~ the stamp.

"Certified that the articles as per bill have been received correctly and credited in the ~~to~~ Store stock Account for the month of" should be used.

11 9) ~~Attach~~ financial form should be attached for each bill and ~~take~~ initials ~~for~~ obtained in lieu of the certificates retained in it.

12 10) ~~Note the~~ number given to the ~~bil~~ bill. (whether equipment bill or Miscellaneous bill) noted in the counterfoil ~~receipt~~ and on the duplicate receipt

13 11) ~~Put the~~ stamp "Cancelled" should be used on the duplicate receipt

14 12) ~~Note in~~ the progress register of bills the amount and the number and date of the bill passed should be noted

15 13) If any items are disallowed, ~~note~~ the reason therefor should be noted in the duplicate copy and intimate the same ~~the same~~ to the concerned contractor.

16 14) ~~Note~~ the ledger pages or packing note No: against each item in the duplicate copy of the bill should be noted

Ammunition Magazine

87. The ammunition magazine is in charge of the Superintendent. It is located in a building in the premises of the local Infantry Regiment. All ammunition gun-powder etc, except friction tubes which should be kept in the Military Stores should be carefully placed in this building. The magazine door will be opened, after informing the Regimental pahara. After the articles are issued or other business transacted, the door will be securely closed and charge made over to the Regimental pahara. The magazine should be inspected at least twice a month, on the 10th and 3rd of each month.

88 When articles have to be issued from the Magazine stock the Superintendent will have to go there himself except where he is absent from Head-quarters., Ammunition packages should be cleared from the Railway Station without even the least delay.

89 Ammunition is received from the Ordnance Stores at Madras or Kirkee. In some cases the Arsenal telegraphs to the Superintendent, intimating the despatch. Some time after or in some cases before the intimation, the Delivery voucher is received from the Arsenal through the Chief Commandant. The name of the Regiment to which the articles are intended are mentioned on the Delivery voucher. The articles are then sent to that place and the Delivery Voucher is also forwarded therewith stating the number and date of letter or packing note with which the articles were sent. The delivery voucher will be received back with the acknowledgment of the Officer who received them. This Delivery voucher will then be submitted to the Chief Commandant with a certificate that the articles have been duly received and supplied to the Regimental concerned. In cases where no such designation is entered on the delivery voucher, the articles will be retained in the Store Magazine stock and issued to the orders of the Chief ----

Chief Commandant. When some time after the articles are received, say one fortnight, no delivery voucher is received, the ~~same will have to~~ the fact should be reported to the Chief Commandant.

90 ~~This~~ The delivery voucher will be followed by the valuation statement which will be received from the Controller of Military Accounts through the Chief Commandant. This ~~in the same way~~ will be similarly sent to the concerned Regiment and when it is received back will be submitted to the Chief Commandant. The delivery voucher and the valuation statement will be entered in the Register kept for the purpose, before their despatch to the Chief Commandant.

91 One barrel of gunpowder ~~will~~ should always be kept in stock in the stores ~~and kept~~ and kept separately so as to avoid any accident. This is used for making up flannel cartridges to be given to the Battalions on the orders of the Chief Commandant on occasions of arrival or departure etc, of distinguished guests. Each ----- flannel cartridge will contain one pound gunpowder. Gunpowder is also used for making up blank cartridges which are issued to Regiments for firing ----- practice. One measure of gunpowder will be used for each blank cartridges. Approximately 92 blank cartridges will be made in one pound. The paper in which these blank cartridges are made are obtained from the Arsenal. Each paper size (18½ X 23") can be used for making 32 cartridges.

92 A stock book ~~will~~ should be maintained for ammunition which ~~will~~ should be posted as transactions occur. A quarterly return showing the receipts, issues and balance should be submitted with a report as to the condition of the ammunition.

93 When articles are to be sent to the Arsenal from ~~this office~~ the Chief's Office the delivery voucher ~~will~~ should be prepared in triplicate, one being kept here the other two foils ~~to accompany~~ sent with the package.

94. Account rules and forms prescribed for the Military Stores are ~~given~~ contained in the Appendix.

Compared
GJB
29/6/20

Appendix A

List showing the name of workmen who absented themselves without leave during the month of.....

Serl. No	Name	Regiment	Designation	No of days		Remarks
				Absent	Sick	

Bangalore

dated 1920

Superintendent

Mysore Military Stores

Appendix B

Specimen form showing delivery Book.

Name of official to whom delivered.	Reference with date.	Initials of the receiver.

Appendix C.

List showing unanswered letters pending in Mysore Military Stores

on.....

Serl.	No & date of letter	Receipt of letter No & date.	From whom	Subjects.	Remarks.

Bangalore

dated 1920

Superintendent

Mysore Military Stores

Appendix D

List showing the returns etc due from Military Stores received with Chief Commandant's order No 6367 dated 31st December 1915.

	Name of return.	Due date in Chief Commandant's office.
MONTHLY:-	1. List of Absent Workmen	1st of each month.
	2. Statement of Field stretchers	5th of each month.
	3. Memo. Movement of store officials etc.	5th of each month.
	4. Arrears lists	10th of each month.
	5. Imprest cash account.	As aften as necessary.
	6. Statement of Fund remittances and cheques	10th of each month.
	7. Woollen accounts & Recovery Statements	25th of the following month to which the accounts rela
	8. Rail borne articles.	10th of each month.
QUARTERLY:-	1. Return of Mobilization stores.	10 January, April, July and October.
HALF YEARLY:-	1. Return of stock verification	25th January & 25th July.
	2. Leave granted to store workmen.	--do-- --do--
ANNUAL:-	1. Return of fire arms.	5th January
	2. Indent of Ammunition	1st June.
	3. Permanent advance receipts	10th July.
	4. Return of books and furniture.	1st August.
	5. Return of Tents	10th August.
	6. Inspection of one's own office.	Between 1st January [redacted] and 1st March [redacted].
	7. Tender lists for coming year's requirements	1st April [redacted]

G. R. S. VI—G/32]

SUBJECT.....

.....

.....

Diary No. of letter replied to.....

GENERAL AND REVENUE SECRETARIAT,
( )
, the *191* .

Date of issue 20-4-1920.

Signed by M.H. Kawavallaya.

Section
File No.
Serial No.

No. 1974 E.A.G.
Encl / to Bangalore

To

The Superintendent
Govt Printing
Bangalore.

Sir,

I am directed to forward herewith for favour of print, a typewritten Copy of the Mysore Military Stores Manual with Appendices A to E, as approved by Govt.

The book has to be printed in 10-12 point type in royal octavo and should be bound in thick paper Cover of blue Cover.

over.

The final proof may be sent to the Chief Commandant, Mysore State Troops for strike order, and the number of copies to be printed may be ascertained from him.

~~He has~~

I have etc.
Bn
15-4-20
for Chief Secy to Govt.

Memo No 1975/Exec/Draft manual

Copy of the above is forwarded with compliments to the Chief Commandant, Mysore State Troops, with refce to his letter No 7885 of the 30th Jan 1920. A duplicate copy of the manual is sent herewith ~~excepting App. E which is the a~~

He is requested to arrange for passing the proof expeditiously on receipt and to furnish the Supdt, G.P. with a list of contents and title page at the time of giving strike order.

List of enclosure

Copied by

Examined by

By order.
Bn
15-4-20.
for Chief Secy

WD 86—GPB—60,000—15-11-16